

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
AUGUST 14, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, August 14, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. The purpose of the meeting was to address items of importance identified in the Agenda.

**INTRODUCTION**

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

**REVIEW OF MINUTES**

The minutes from the July 31, 2002, teleconference were reviewed and approved as written.

**ANNOUNCEMENTS**

Mr. Sotomayor announced that he would not be at the September 11 and 25, 2002, teleconferences. The Committee decided to change the Wednesday, September 25, 2002 teleconference to Friday, September 27, 2002 and keep the September 11, 2002 teleconference as originally planned.

Mr. Sotomayor will forward the latest draft of the NELAC directory to Committee members. He asked members to verify entries for accuracy.

**STATUS OF ACTION ITEMS**

- Mr. Sotomayor sent out the list of possible topics for the electronic assessors' forum to the assessors and has received several responses.
- Presenters for the assessors' electronic forum will submit all presentation materials to David Friedman by October 1, 2002.
- Frederic Siegelman received electronic copies of Chapters 2, 3, 4, and 5 of the Standards and forwarded them to all Committee members.
- Dr. Siegelman will help create a presentation comparing the 2000 and 2001 Standards for the assessors' forum.

- Dan Hickman will contact the NELAP AAs to solicit volunteers for a presentation regarding the implementation of changes to the Standards.
- The Committee will discuss proposed definitions for the terms “observation”, “findings”, and “deficiency” at a future teleconference.

## **INELA**

The On-Site Assessment Committee received an official invitation from Carol Batterton, Director of INELA, to consider becoming the On-Site Assessment Committee of INELA. The Committee members were unanimous in their agreement with the transition to INELA.

Questions were asked concerning the transition of NELAC Committees into INELA. Mr. Sotomayor commented that he will have more answers following additional discussion with the INELA Board and that INELA will have a session at NELAC 8i that will answer many questions. Mr. Sotomayor announced that the NELAC Board of Directors has been discussing the transition into INELA and that all NELAC Committees will be dissolved at the conclusion of NELAC 9.

## **ASSESSOR’S ELECTRONIC FORUM**

The Committee reviewed the information received thus far from the assessors concerning topics they felt were important to discuss at the forum. Faust Parker tabulated a rough list, in order of importance, of topics from the returned forms. Dr. Parker agreed to review all forms received and tabulate a final list for the Committee. The Committee will compile the final list of topics that will be discussed at the forum after reviewing Dr. Parker’s summary.

Many respondents felt that the assessor’s checklist was too long and that the forum would be a good place to discuss this issue. Committee members recognize that the length of the checklist is mainly a function of the extensive requirements contained in Chapter 5. Mr. Sotomayor commented that he would discuss this issue with Charles Dyer and might ask Mr. Dyer to lead a discussion concerning the checklist at the forum.

The Committee discussed the time period of the forum and how much time should be allotted to each topic. Discussion ensued about categorization of the topics and that various topics may need more time allotted than others. Mr. Sotomayor commented that time should be allotted for an intermission, possibly 10 minutes, due to the length of the forum. This issue will be discussed further as the list of topics is selected.

The Committee discussed several of the logistics and mechanics of the forum. They concluded that once the final topics are selected then they could seek out those who will present each topic. It was suggested, since this is the first forum, to try and keep it simple, while at the same time as interesting and educational as possible. The first forum should not overwhelm attendees with too many subjects and should stimulate participants to return to future offerings.

## **COMPARISON OF 2000 AND 2001 STANDARDS**

Marlene Moore sent a summary of major changes from the 2000 to the 2001 Standards for Chapters 2 and 3 to the Committee members for review. She will send summaries for Chapters 4 and 5 as soon as they are finished as well. When the summaries are complete, Dr. Siegelman will create a presentation highlighting changes from the 2000 to the 2001 Standards.

## **FUTURE MEETINGS**

The next teleconference will be on Wednesday, August 28, 2002, at 1:00 p.m. EDT.

## **ADJOURNMENT**

Mr. Sotomayor adjourned the meeting, as there was no further business to discuss.

**AGENDA  
ON-SITE ASSESSMENT COMMITTEE MEETING  
AUGUST 14, 2002**

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:15 – 1:25	Invitation from INELA
1:25 – 2:25	Assessors' Electronic Forum  Comparison of 2000 and 2001 Standards Information Request Forms Agenda Items
2:25 – 2:30	Next Steps/Adjournment

**ATTACHMENT B**

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
AUGUST 14, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1	8/14/02	Mr. Parker will tabulate a list, in order of importance, of topics received from the assessors.	8/19/02
2	8/14/02	The Committee will produce the final list of topics for the forum.	8/29/02
3	8/14/02	Mr. Sotomayor will contact Mr. Dyer to discuss concerns about the Chapter 5 checklist.	ASAP
4	7/31/02	Dr. Siegelman will help craft a presentation comparing the 2000 and 2001 Standards for the assessors' forum.	10/1/02
5	7/31/02	Mr. Hickman will contact the AA Workgroup and seek interest and volunteers for a presentation, to be delivered at the assessors' forum, dealing with implementing changes to the Standards.	8/21/02
6	7/31/02	The Committee will discuss proposed definitions for the terms "observation", "finding", and "deficiency".	10/23/02
7	6/26/02	Presenters for the assessors' electronic forum will submit all presentation materials to Mr. Friedman for quality control.	10/1/02
8	8/14/02	Mr. Sotomayor will forward the latest draft of the NELAC directory to members for their review.	8/16/02

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
AUGUST 14, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Alfredo Sotomayor, Chair	Wisconsin DNR	T: (608) 266-9257 F: (608) 266-5226 E: sotoma@dnr.state.wi.us
Wayne Davis Board of Directors Liaison	South Carolina Department of Health and Environmental Control	T: (803) 896-0970 F: (803) 896-0850 E: davisrw@columb36.dhec.state.sc.us
Charles Dyer	New Hampshire Environmental Laboratory Accreditation Program	T: (603) 274-2991 F: (603) 271-2998 E: cndyer@des.state.nh.us
Jack Hall	Interpretive Consulting	T: (865) 576-4138 F: (865) 576-8558 E: scl3883@aol.com
Daniel Hickman	OR DEQ Laboratory	T: (503) 229-5983 F: (503) 229-6924 E: hickman.dan@deq.state.or.us
William Ingersoll	U.S. Navy – NAVSEA Programs. FO	T: (843) 764-7337 F: (843) 764-7360 E: ingersollws@navsea.navy.mil
Marlene Moore	Advanced Systems, Inc.	T: (302) 995-2290 F: (720) 293-3706 E: mmoore@advancedsys.com
Faust Parker	PBS&J Environmental Toxicology Laboratory	T: (713) 977-1500 F: (713) 977-9233 E: frparker@pbsj.com
Santos Urrea	City of Austin Water & WW Utility	T: (512) 927-4027 F: (512) 927-4038 E: santos.urrea@ci.austin.tx.us
Frederic Siegelman	USEPA/OEI	T: (202) 564-5173 F: (202) 565-2441 E: siegelman.frederic@epa.gov
Allen Verstuyft	Chevron	100 Chevron Way Richmond, CA 94801 T: (510) 242 - 2403 F: (510) 242 - 1792 E: awve@chevron.com
Edith Daoud (Contractor Support)	Anteon Corporation	T: (702) 731-4150 F: (702) 731-4027 E: edaoud@anteon.com